ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION
Summary of Minutes
April 22, 2008

Voting Members Present:
David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)
Marcus Aurelius, Emergency Management
Michael Brashier, Communications Manager, City of Casa Grande
Amy Brooks, Captain, Apache Junction Fire Department
Chris Cummiskey, Director, Government Information Technology Agency
Jan Hauk, Past President, Arizona Fire District Association Representative
Tracy Montgomery, Assistant Chief, Phoenix Police Department
Leesa Morrison, Director, Arizona Department of Homeland Security
Patrick Quinn, Deputy Chief, Tucson Fire Department
Kathleen Robinson, Assistant Chief, Tucson Police Department
Dan Wills, Battalion Chief, Sedona Fire District

Voting Members Absent:
Hal Collett, Sheriff, La Paz County Sheriff's Office/Arizona Sheriff's Association
Danny Sharp, Chief of Police, Oro Valley Police Department
Dewayne Woodie, Fire Chief, Ganado Fire District/EMS
Mike Worrell, Captain, Phoenix Fire Department

PSCC Support Office Attendees:
Curt Knight, Executive Director, Public Safety Communications Commission
Jeff Miner, Project Manager, Public Safety Communications Commission
Wayne Kincheloe, Engineer II, Public Safety Communications Commission
Renee Larson, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order and Roll Call
The meeting was called to order at 1:02 p.m. by Chairman David Felix. Roll call was taken by Ms. Evelyn Jablonski as noted above and a quorum was declared present.

Chairman Felix welcomed Director Chris Cummiskey, Government Information Technology Agency, to his first PSCC meeting.

Chairman Felix expressed his appreciation and thanks to Chief Danny Sharp for chairing and handling the business of the last two Commission meetings.

Approval of Minutes from March 25, 2008
Chairman Felix called for a motion for approval of the March 25, 2008 minutes. Commissioner Kathleen Robinson motioned to approve; Commissioner Patrick Quinn seconded. Motion passed unanimously.

Statewide Interoperability Executive Committee (SIEC) Report to the Public Safety Communications Commission

Co-Chair Paul Wilson, SIEC, briefed the Commission on a recommendation to coordinate the 700/800 MHz Regional Planning Committees (RPCs) channel planning efforts into a single committee to reduce the number of meetings and travel time associated with those and various other meetings. It is unknown if this channel coordination would fall under or should remain a separate body from the SIEC. This discussion will continue at the July SIEC meeting; however, research is required to determine if these bodies can be combined per the Federal Communications Commission (FCC) rules. In addition to the 700/800 MHz bands, discussion needs to include the SIEC interoperability channels and the VHF/UHF channels managed by APCO for the coordination of all.

Chairman Felix expressed there was value in consolidating these groups together and efficiencies that could be achieved by reducing the number of meetings and the time spent by participant's involved with all the different meetings. He asked if the SIEC could propose a recommendation for how best to accomplish this agreement under the umbrella of the SIEC. Co-Chair Wilson stated he would keep the Commission posted as those discussions occur.

Commissioner Dan Wills felt discussions to coordinate a single spectrum management group rather than these fragmented approaches was a good direction but felt it might change the scope of the SIEC.

Co-Chair Wilson reported on the best use of the Communications Asset Survey Mapping (CASM) tool as was presented by Mr. Jesse Cooper.

Statewide Communications Interoperability Plan (SCIP)

Mr. Curt Knight reported on the high-level elements of the final SCIP feedback report for Arizona. Annotations referenced minor grammar recommendations, the need of the Tucson area to develop a Tactical Interoperability Communications Plan (TICP), recommendations to engage more non-governmental organizations, private sector, and tribal participation in our efforts, local jurisdictions tracking their National Incident Management (NIMS) compliance, and mention being made of cache radio usage for cache use only and not for day-to-day deployment and emergencies. He advised all components of the SCIP passed with no additional information being requested. He indicated the final SCIP feedback report would be posted to the website.

Further questions and SCIP discussion focused on the annual SCIP review criteria process prior to August 2008, the adoption and need for specific tactical strategies for the 15 strategic initiatives in collaboration with the Commission's input, and language emphasis and clarity on the statewide system representing a 700/800 MHz architecture with high-level connections to VHF conventional systems. Chairman Felix advised the August review of the SCIP would be the time to modify and clarify the language defining our statewide standard architecture for the non-metro VHF areas.

Chairman Felix and Mr. Knight expressed several strategic initiatives (governance, use of the CASM tool, and the Communications Unit Leader training) were recognized as critical SCIP

elements to move forward on and these elements have begun to be addressed by the SIEC and other work groups.

Conceptual Design – Updates
Mr. Knight reported on the two different approaches being considered, state overlay and system of systems, both valid approaches for the statewide radio system as referenced in the Conceptual Design Executive Summary, potential conflict(s) and possible differences of opinion have been raised. As adopted in the SCIP to move toward a system of systems design, a recommendation is now being made for consideration of a state overlay approach due to the pending FCC narrowband deadline of December 31, 2012. He felt the need to further define and discuss these two approaches before moving ahead with a Request for Proposal for one or both of these solutions.

Of the potential conflicts, Mr. Knight addressed several points as topics needing additional discussion: 1) need of a governance structure to collectively manage, own, and operate a system of systems approach, 2) possible loss of control for system owners of assets or their network for the greater good of a system of systems, 3) state or federal available funding for fiscal years 2009 and 2010, and 4) firmness in December 31, 2012 date of FCC narrowband deadline.

Based on the adoption of the system of systems approach documented in the SCIP, the Public Safety Interoperable Communications (PSIC) monies support for the build out of regional systems, and the system of systems concept for the Demonstration Project, it was unclear to some commissioners to be revisiting these two approaches again as if they were unresolved. Mr. Knight indicated the need to address both approaches were due to the FCC narrowband deadline, the governance structure not yet being defined for either approach, and the ability to achieve one or both approaches in a timely manner.

In the interest of the state, it was felt we should determine if the state was one of the systems or a component to the other regional systems, should the state agencies develop its own operability network separate from interoperability with other regional partners.

Chairman Felix felt before we could move ahead, we needed to address the definition of a state overlay versus system of systems approach. He also felt the Commission should be provided a copy of the Conceptual Design document to be able to review, discuss, and make a decision about the two concepts at the next meeting. Based on the discussions and decisions of today, Mr. Murray deferred his review of the Conceptual Design until the May meeting. The follow-up discussion on the Conceptual Design was agendized to the May meeting. No other comments arose.

Statewide Communications Interoperability Plan (SCIP) – Activities & Implementation
Strategic Initiative #3, "Expand Communications Governance Model"
Mr. John Murray reported on the status of the Governance process inclusive of five different tasks: 1) program definition inclusive of a detailed schedule, vision, and project plan, 2) research of various state's governance structures as well as local Arizona approaches, 3) needs analysis

for governance design based on stakeholder interviews, 4) actual design of governance process, and 5) presentation at July 15 PSCC meeting of overall draft governance model selected for Arizona.

From the five tasks mentioned above, the program definition has been completed. Task 2 and 3, a May 15 and 16 completion date is anticipated. Under Task 3, information gathered would identify common themes based on the interviews held with committee members and other stakeholders with recommendations being reviewed and analyzed by the Committee for a governance design.

Task 4 would be a compilation of activities from Tasks 1-3 for the beginning structure of a future governance process. This task has an estimated completion date of June 27, 2008.

Task 5 is the proposed governance model as drafted and edited by the Governance Committee and to be presented to the Commission at the July 15 PSCC meeting. Task completion date is estimated for July 25, 2008.

Chairman Felix stated the governance structure at this stage is a hybrid of two models that were discussed and reviewed by the Governance Committee. At this initial stage, the governance model will be a starting point and may not answer all our governance questions.

Mr. Murray stated the two major areas of concern expressed by Committee members centered on the control and funding aspects of governance with the following minor concerns raised 1) interaction between the state and existing regional bodies, 2) differences based on geography and population, and 3) operability versus interoperability.

Decisions still to be made by the Committee include 1) structure of governance body, 2) membership rotation, length of term, and representation, 3) voting procedures, 4) standards – financial, technical, and operational, 5) cost sharing or fee structure approach, 6) contingency planning, and 7) periodic performance evaluation of governance.

Communications Asset Survey Mapping (CASM) Tool
Mr. Jesse Cooper, the Arizona Administrative Manager for CASM, presented information and uses for CASM, a powerful data collection and mapping tool. The data collection (tower locations, radio equipment, types of systems, etc.) feature would allow the input of statewide data to those given access for their region or the entire state. However, the value of the information is only as good as the data being entered and being kept up to date. The mapping tool can be utilized for interoperability analysis and is available to the entire state.

Mr. Cooper advised eventually we would be able to view surrounding area's state information but for now it is limited to Arizona information only. Some valuable features offered include graphs, a "what-if" feature, various reports, data import, and also the exporting of data into a Tactical Interoperable Communications Plan format.

An initial training session was conducted in April with several agencies participating. Currently this tool is funded through federal Department of Homeland Security and is free to everyone in

Arizona with no subscription fees. Mr. Cooper's intent is to expand this to other jurisdictions and utilize a train the trainer concept for future training.

The main focus now is getting familiar with CASM's capabilities, information needed for data entry, adding additional users to collect and enter data, and determining who in the rural areas would be able to dedicate their time to enter this information. Discussion at this morning's SIEC meeting suggested utilizing the local emergency planning committees, the homeland security regions' groups personnel, and/or possible use of grant funding for someone to coordinate the collection of data with the local jurisdictions being responsible for updating and keeping that information current.

Mr. Cooper advised he could set up training for anyone who was interested in learning about this with no cost to the participants. For now, he is working on how to best unveil this tool to other potential users and also exploring other means of support in gathering and entering information for the entire state.

Commissioner Marcus Aurelius recommended contacting the Arizona Department of Emergency Management as a possible resource for obtaining information as they are in the midst of updating local and county plans.

Strategic Initiative #13, "Develop an Interstate Interoperability Plan
Mr. Greg Wilkinson briefed the Commission on current federal interoperability activities and progress being made with the Federal Partnership for Interoperable Communications (FPIC), the Office of Emergency Communications (OEC), Customs Border Patrol in Yuma and into California, as well as furthering the relationship already established with San Diego and Imperial County and extending that into Riverside County. Development of a "river zone" is in the works with California and Yuma sites along the river which would enable connectivity among those system users.

Mr. Wilkinson advised grant funding for equipment was received, purchased, installed and is ready for testing at the Customs Border Patrol (CBP) dispatch center in Yuma. An Intergovernmental Agreement is in the process of being signed and once signed will allow further interaction between YRCS and CBP. Aside from other significant efforts underway between CBP and YRCS, another positive note was the programming of the statewide AIRS channel on CBP radios in California and Arizona. He will advise once it is known what channel AIRS is programmed under.

Further microwave connectivity will be achieved between the Arizona and California border through funding received from a COPS grant. This connectivity will be installed in September and will extend interoperability between Yuma and California through a channel patching mechanism.

Demonstration Project - Updates
Mr. Jeff Miner presented an update on the Demonstration Project status. The Demonstration Project expands the Phoenix Regional Wireless Network (PRWN) with a new site at White Tank

Mountain and the Yuma Regional Communications Systems (YRCS) with expansion of the Oatman Mountain site.

At White Tank, the site is undergoing a power system upgrade with staging of the trunk site equipment. Site prep is almost complete at Oatman Mountain with staging also taking place for their trunk site equipment.

For the Inter-System Interface (ISI) connectivity between Department of Public Safety (DPS) and Phoenix, fiber connection at South Mountain was completed between the two buildings. Additional microwave and fiber connection for Yuma should be completed at the end of May 2008. Currently being staged is the Inter Sub-system Interface (ISSI) prototype gateway between the Yuma and Phoenix networks.

Another piece of this Demonstration Project includes all the subscriber radios that were purchased and used for the Super Bowl, and will demonstrate the interoperability between the two infrastructures. Console interface electronics are scheduled to be installed by mid-July, potential talk groups have been identified, and test scripts and exercises need to be in place for an August start/test date.

The desired outcome of the demonstration project is the ability to integrate systems together through this ISSI gateway for a system of systems approach. Another measure of success would be for units and dispatch centers in the field to be able to communicate with one another; however, DPS does not possess consoles on either system (PRWN or YRCS). DPS dispatchers would need to be provided a way to be a part of this demonstration network.

Legislative Issues
Chairman Felix provided background information on the potential transfer of the PSCC from Department of Public Safety to the Government Information Technology Agency (GITA). He expressed this was one of the Governor's initiatives to eliminate and/or consolidate boards and commissions as an efficiency measure for the state. As a result of this initiative, House Bill 2748 was created and assigned to a committee; however, the Bill to transfer PSCC to GITA has not been moved out of Committee.

When this was first brought forward, Chairman Felix confirmed the structure and membership of the Commission would remain unchanged under this initiative. However, he expressed his support for the initiative which lies with the Governor to champion and move this forward and with whoever would best manage the success of Arizona's interoperability.

Several commissioners indicated their surprise and concern to hear about the Bill as there was no advance communication given to the Commission of this taking place. Commissioner Aurelius expressed concern reference the PSCC body losing their voice and measure of influence to those unfamiliar with PSCC's mission. Commissioner Cummiskey explained the role of GITA, as it relates to this project, was to enhance the Commission's ability to make timely decisions in alignment with the Governor's desire to move this forward based on the goals and objectives outlined in the SCIP and the strategic initiatives.

Chairman Felix indicated he would report any new information as it became available.

Date, Time and Location of Next Meeting
Based on the commissioners' request to be able to review and provide their comments on the Conceptual Design draft report, a May 20, 2008 meeting dated was decided upon for our next PSCC meeting with the location to be determined later.

Call to the Public
Mr. Jon Huish, Arizona State Forestry, recommended a review of the SCIP language as it pertains to VHF systems based on earlier comments by Commissioner Dan Wills. Based on their relationships with the Forest Service, Bureau of Land Management, Bureau of Indian Affairs, etc., they have a "vital need on a shared-spectrum, shared-channel basis to communicate with their federal partners all the time" as VHF system participants.

Recommendations for Future Meetings
A recommendation for a May 20 meeting was addressed above under agenda item 9, Date, Time and Location of Next Meeting.

Adjournment
Chairman Felix called for a motion to adjourn. Commissioner Wills moved to adjourn with a second motion made by Commissioner Montgomery. Motion carried unanimously. Meeting adjourned at 3:17 pm.